

Brian Sandoval  
Governor



Jeff Mohlenkamp  
Director

Stephanie Day  
Deputy Director

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Deputy Director

**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION**

209 E. Musser Street, Room 200 | Carson City, NV 89701-4298  
Phone: (775) 684-0222 | Fax: (775) 684-0260

**UNCLASSIFIED JOB ANNOUNCEMENT**

Posted – March 27, 2014

**Executive Grant Analyst**

**RECRUITMENT OPEN TO:**

This is an open competitive recruitment, open to all qualified applicants.

**AGENCY RESPONSIBILITIES:** The Office of Grant Procurement, Coordination, and Management helps Nevada agencies identify, procure and manage grants.

**POSITION RESPONSIBILITIES:** The Executive Grant Analyst helps

- Form multi-agency teams to apply for grants
- Identify appropriate grants
- Overcome obstacles to applying for grants
- Provide technical grant assistance
- Manage the grant application process
- Write and edit sections of grant applications
- Agencies apply for grants
- Organize grants training
- Write briefing materials and reports

Additionally, this position provides support to Budget Division within the Department of Administration.

**APPROXIMATE ANNUAL SALARY:**

From \$26.00 per hour\* (*Salary range reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is also available with a reduced gross salary.*)

\*Please note: Furlough Leave is mandatory for Nevada State employees and will result in a reduction of income of approximately 2.3% (or 4 hours per month) starting July 1, 2011 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

**BENEFITS:**

The State benefits package includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays, and paid sick and annual leave. Other employee paid benefits such as deferred compensation plans are available.

**POSITION DESCRIPTION:**

This position reports to the Chief of Grants Management, Office of Grant Procurement, Coordination, and Management.

**TO QUALIFY:**

- Strong understanding of role within the State of Nevada Office of Procurement, Coordination and Management and fundamental goals of the Department of Administration with the customer service skills to positively represent the State's role in grant management. General knowledge of state agencies and their respective functions.
- Strong literacy, reasoning and thinking skills.
- Clear and effective written and verbal communication skills to convey statistical, financial or regulatory information to all audiences.
- Ability to serve as an editor and writer with responsibility to expand and manage a consistent stream of content that can be used across our stakeholder communities and communications materials, as well as to promote public awareness on status and progress of grant related projects including website updates, newsletters, and general community outreach.
- Knowledge of grants and state grant administration systems and processes—including the State Administrative Manual and contract management.
- Able to conceive, develop, write and submit grant applications for client agencies.
- Understanding of concepts, principles and practices of grant stewardship as well as funding agency relations and compliance requirements, as well as match fund mechanisms.
- Ability to interpret federal, state, and local government laws and regulations regarding grant contracts, administration, and reporting.
- Knowledge of federal award regulations, relevant Office of Management and Budget (OMB) Circulars regarding administration, cost principles and audits, to include the Supercircular.
- Knowledge of federal grant application and reporting forms; and, navigation of the grants.gov website and application process.
- Familiarity with ffis.org, usaspending.gov, SAM.gov, Catalog of Federal Domestic Assistance, Grants.gov, and other relevant research websites.
- Advanced Microsoft Office computer skills are necessary.
- Demonstrated experience developing and implementing policies, procedures, and best practices with effective customer service, client relations and time management strategies.
- Strong professional ethics and discretion.

**EDUCATION:** Bachelor's Degree, Business Administration or relevant area

**SPECIAL SKILLS:** Must have thorough knowledge and understanding of the grant process as per NRS 232 <http://leg.state.nv.us/NRS/NRS-232.html>

**POSITION LOCATION:** Carson City, Nevada

**LETTERS OF INTEREST AND RESUMES WILL BE ACCEPTED UNTIL THE POSITION IS FILLED** (All letters of interest and resumes will be accepted on a first come, first served basis. Hiring may occur at any time during the recruitment process.)

**SUBMIT LETTERS OF INTEREST/ RESUMES/DIRECT INQUIRIES TO:**

Department of Administration

Agency HR Services

100 N. Stewart St., Ste. 230

Carson City, NV 89701

775.684.0209

*or* email to: [agencyhr@admin.nv.gov](mailto:agencyhr@admin.nv.gov)

In subject line please reference: Executive Grant Analyst

***The State of Nevada is an Equal Opportunity Employer.***